Wisconsin Department of Natural Resources
Bureau of Watershed Management (WT/3)
101 S. Webster St.
Madison, WI 53703
PO Box 7921
Madison, WI 53707-7921

Final Report Form 3400-189 (rev. 7/30/09)

- **Targeted Runoff Management Grant Program (ch. NR 153)**
- **Notice of Discharge Program (ch. NR 153)**
- **Urban Nonpoint Source & Storm Water Management Grant Program (ch. NR 155)**

NOTICE: This Final Report is authorized under ss. 281.65 and 281.66., Wis. Stats., and chs. NR 153 and NR 155, Wis. Admin. Code. Personally identified information collected will be used for program administration and may be made available to requesters as required under Wisconsin Open Records Law [ss. 19.31-19.39, Wis. Stats.].

INSTRUCTIONS: Your grant agreement requires you to submit a Final Report with your final reimbursement request. This Final Report form must be used in conjunction with the "FINAL REPORT INSTRUCTIONS." The instructions detail how to complete and submit the report to DNR as described in the instructions.

1. GRANT TYPE. Check the one that applies.

- ☐ Targeted Runoff Management Grant – Agricultural
- ☐ Targeted Runoff Management Grant – Urban
- ☐ Urban Nonpoint Source & Storm Water Management Grant – Construction
- ☒ Urban Nonpoint Source & Storm Water Management Grant – Planning
- ☐ Notice of Discharge Grant

2. PROJECT NAME & LOCATION.

2.1. Project Name:	2.2. Grant Number:	
Storm Water Ordinance Administration Procedures	**MI02-45008-08**	
2.3. Governmental Unit Name:	2.4. Primary Watershed Name:	2.5. Watershed Code:
Town of Grafton	**Milwaukee River South**	**MI02**

NOTE FOR SECTION 2.6 (which follows):

Section 2.6. includes five (5) columns (A. through E.) for recording data about five (5) discrete site locations. If your grant has more than five (5) discrete project locations, attach additional columns for Section 2.6 as described in the instructions. If your project occurs in more than one 12-digit Hydrologic Unit Code (HUC), use the space in adjacent columns to record other HUC numbers.

2.6 Site Location(s) →	A.	B.	C.	D.	E.
Name of Cost-Share Recipient or Governmental Unit					
Cost-Share Agreement Number (Agricultural only)					
12-Digit Hydrologic Unit Code(s) (HUC) Where Work Was Completed					
Nearest Surface Receiving Water Affected					
Name:					
Waterbody Identification Code(s) (WBIC):					
Nearest Impaired Water Affected					
Name:					
Waterbody Identification Code(s) (WBIC):					
Pollutants Reduced					
Impairments/Impacts Addressed					

Please have both copies of this agreement signed by the Town of Grafton's authorized representative(s) and return one copy to Erica Raffaele as notice to proceed.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

CONSULTANT:
BONESTROO, INC.

By _____
Allan Rick Schmidt, Vice President

Date 9-9-09

CLIENT:
TOWN OF GRAFTON

By _____
(Signature)

LESTER A. BARTEL, JR.
(Printed name and title)

Date 9/9/09

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Project Location(s) (cont.) →	**A.**	**B.**	**C.**	**D.**	**E.**
Project Coordinates:					
Town					
Range					
Section					
Quarter					
Quarter-Quarter					
Latitude (degrees, minutes, seconds North of Equator; use the DNR's Surface Water Data Viewer (SWDV))					
Longitude (degrees, minutes, seconds W of Prime Meridian, use the SWDV)					

3. SUMMARY OF RESULTS.

Table A. Agricultural Projects. – Ch. NR 151 Performance Standards and Prohibitions and Other Water Resources Management Priorities

A.1. Management Measures	Units of Measure	Quantity	Measurement Method Used
Sheet, rill and wind erosion	Acres meeting "T"	**acres**	
Manure Storage Facilities: New Construction/Alterations	Number of facilities	**facilities**	
	Number of animal units	**animal units**	
Manure Storage Facilities: Closure	Number of facilities	**facilities**	
Manure Storage Facilities: Failing/Leaking Facilities	Number of facilities	**facilities**	
	Number of animal units	**animal units**	
Clean Water Diversions in WQMA	Pollutant load reduction	**lbs.**	
	Number of farms with diversions	**farms**	
	Number animal units	**animal units**	
Nutrient Management on Agricultural Land	Acres planned	**acres**	
Prohibition: Manure Storage Overflow	Number of farms	**farms**	
	Number of animal units	**animal units**	
Prohibition: Unconfined Manure Pile in WQMA	Number of farms	**farms**	
Prohibition: Direct Runoff From Feedlot/Stored Manure	Pollutant load reduction	**lbs.**	
	Number of facilities	**facilities**	
	Number of animal units	**animal units**	
Prohibition: Unlimited Livestock Access	Feet of bank protected	**feet**	

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	Number of farms	**farms**	

Table A. Agricultural Projects. (continued) A.2. Other Management Measures	Units of Measure	Quantity	Measurement Method Used
Streambank & Shoreline Protection	Units (use feet, acres or number as applicable)		
	Pollutant load reduction (if method available)		
Other:	Units (use feet, acres or number as applicable)		
	Pollutant load reduction (if method available)		
Other:	Units (use feet, acres or number as applicable)		
	Pollutant load reduction (if method available)		
Other:	Units (use feet, acres or number as applicable)		
	Pollutant load reduction (if method available)		

Table B. Urban Construction Projects Serving Developed Areas.			
B.1. Required Management Measures	Units of Measure	Quantity	Measurement Method Used
20-40% Total Suspended Solids (TSS) Reduction for NR 216 communities	TSS reduced	**lbs.**	
	TSS reduction	**%**	
B.2. Other Management Measures			
20-40% Reduction in TSS for non-NR 216 communities	TSS reduced	**lbs.**	
	TSS reduction	**%**	
Infiltration	Pre-development stay-on volume	**%**	
	Stay-on volume	**ft^3/year**	
Peak flow discharge for 2 year/24 hour design storm	Change in cubic feet per second for design year	**ft^3/sec**	
Protective areas	Bank protected	**feet**	
Fueling & maintenance areas	Oily sheen presence reduced	☐ **Yes** ☐ **No**	
Streambank & Shoreline Protection	Bank erosion reduced	**tons**	
	Bank protected	**feet**	
Other:	Pollutant load reduction (if method available)		
	Units (use feet, acres or number as applicable)		

Table C. Urban Planning Projects.

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C.1. Governmental unit(s) involved (list by name):

Town of Grafton

C.2. Estimate total acres covered by the planning product:	Existing Developed Urban Areas	New Development	Total Acres
	4,259 acres	**9,437 acres**	**13,696 acres**

C.3. Products developed (check all below that apply)	Identify Documents by Name (if applicable)
☐ Storm Water Plan	
☐ Construction or Erosion Ordinances	
☐ Post-construction Storm Water Ordinances	
☐ Other Types of Storm Water Quality Ordinances	
☐ Financing Methods: identified and evaluated	
☐ Financing Methods: developed or implemented	
☐ I & E Plan	
☐ I & E Implementation Activities	
☒ Other: **Storm Water Permit Administration Documents**	**Construction Site Erosion Control Permit Application Packet & Post-Construction Storm Water Runoff Permit Application Packet**

C.4. Identify the Storm Water goals addressed (check all that apply)	
☒ Reduce TSS	**Comments:**
☐ Maintain infiltration	
☒ Control Peak Flow	
☐ Protective Areas	
☐ Control of Fueling & Maintenance Areas	
☐ Remove Illicit Discharges	
☐ Other:	

4. Satisfaction of Notice Requirements. If cost sharing for this project was offered under a formal notice pursuant to chs. NR 151 or 243, provide information for each notice in the table below.

Notice Information				Notice Satisfaction Information		
Chs. NR 151 or 243 Notice Type	Issue Date	From (Name)	To (Name)	Satisfied? Yes	Satisfied? No	Date Letter Sent
				☐	☐	

Find Instructions at http://dnr.wi.gov/runoff/financial.htm

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				☐	☐	
				☐	☐	
				☐	☐	

5. Additional Information. (Space will expand to fit your text.)

The products were presented to the Town at the December 9, 2009 Board Meeting and were accepted for use on all new construction site erosion control and post-construction stormwater runoff permit applications.

6. Summary of Project Challenges. (Space will expand to fit your text.)

7. Grantee Certification.

Checking here ☒ certifies that, to the best of your knowledge, the information contained in this report is correct.

Name of Authorized Representative (type or print) ↓	Title of Authorized Representative (type or print) ↓
Lester A. Bartel, Jr.	**Town Chairman**

Signature of Authorized Representative: Lester A. Bartel, Jr.

Date:

8. For Departmental Use Only.

Regional NPS Coordinator – Please complete the following:

8.A. Check here ☐ if you have received the following from the project sponsor:

- one (1) printed, signed, original Final Report + attachments
- one (1) electronic version of Final Report.

Send the printed, signed original Final Report with attachments + electronic version to the Community Financial Assistance Grants Manager. Community Financial Assistance will forward to Runoff Management Section Grants Coordinator.

Task 1 : Erosion Control Handout

Folder (permit instructions)

- MS4 March 1, 2008 requires the Town to regulated erosion control at all sites > 1, including commercial buildings.
- Department of Commerce does not regulate erosion control at commercial buildings any longer. This was change was adopted by the legislator in June 2009, effective January 1, 2010
- References COMM 50.115 which has been replaced by COMM 60 in 2006)

Construction Site Erosion Control Reference Manual (Tech Standards)

- Same issues with DCOMM
- Wet Detention Tech Standard was updated in October of 2007

How many copies of this were done?

Construction Site Erosion and Sediment Control Permit Packet

4 of the 6 forms exactly the same as Pleasant Prairie except letterhead

Task 2: EC Inspection and Reporting Protocols

a. EC Inspection Form
4 forms are exactly the same as Pleasant Prairie

b. Erosion Control Inspection schedule for each development and rating system
Nothing on this, it would be done at the time of permitting?

c. Digital recording keeping
Nothing mentioned on this

d. Prepare and conduct a developer education and training program
Nothing mentioned on this

Task 3 – Storm Water Permit submittal Guidebook

One form is exactly the same as City of Mequon

Task 4 – Develop Pond Design Standards
Only includes landscaping and planting guidelines

Task 5 – Tracking

Grant application indicates this would not be eligible

Appendix B
Consultant's Services

Scope of Services

1. Task 1 - Developer Guidelines for Erosion Control Plans

In this task, Bonestroo will be developing packages and handouts geared toward developers, their engineers, and their contractors.

Bonestroo will develop an erosion control design handbook for submittals with erosion control plans, so that the Town can expect a clear action plan that can be verified throughout the construction period. This handbook includes specific items from the Town's ordinance and NR-216. It will include flow charts for walking developers and their designers through tasks for their specific type and size of project. It is intended to supplement ordinance language in a way that is easily understood by the general public.

Bonestroo will develop a review checklist that guides the developer in preparing an effective erosion control plan. The existing Town checklist does not address design and review processes. The checklist will streamline the work of the developers by telling them exactly what the Town will be looking for in an erosion control plan.

The Erosion Control plan checklist and review creates clear and specific practices that can be easily monitored in the field. The checklist will also help the Town's reviewer in maintaining a balanced and consistent enforcement approach to all construction in the Town.

The final product is a comprehensive handout packet for developers, their consultants, and their contractors. This packet will include all design guidelines for preconstruction activities; and it will include guidance and directives for activities during construction. When review comments or inspection notices and directives are given a clear reference can be made to materials already processed by the developer, designer, constructor, and maintainer of the site.

2. Task 2 – Erosion Control Inspection and Reporting Protocols

Bonestroo will help develop and adopt an Erosion Control Inspection filing system that includes input from Town staff, Town's consultants, and developer's consultants and contractors. These protocols will be geared toward the typical erosion control permit holder – small sites and property owners not used to the development process. The inspection protocol would fill the current gaps in fieldwork, filing, record keeping, and most importantly, maintaining a high level of sediment and erosion control at construction sites. Bonestroo will also keep in mind that the inspection record keeping is necessary part of the Town's compliance with its NR216 permit.

The recommended inspection protocol and filing system has the following components:

a. Bonestroo will create a standard Construction Site Erosion Control inspection form. This form will be based on the Erosion Control Plan review checklist so that the inspector can follow the approved erosion control plan practices in the field. (The Town currently does not have a dedicated form. Engineering staff has been using several generic forms to complete this work.)

b. Bonestroo will establish a regular erosion control inspection schedule for each development. Understanding that each development project is unique, Bonestroo recommends that the Town establish a regular inspection interval for each development based on the development's impact on the landscape and the risks it may pose to the receiving waters. Bonestoo will develop a project rating system that takes into account site conditions and

project type that can be used to establish inspection priority protocols. This system will help spread the inspection load and help concentrate the Town's enforcement resources to the most important erosion control projects.

c. Bonestroo will establish a digital record keeping system dedicated to erosion control inspections. We recommend an electronic filing system for the Town. Inspection forms can either be entered digitally or converted to digital files and attached to the GIS information related to each development.

d. Bonestroo will prepare and conduct a developer education and training program. We will establish a training and information program to guide developers in staying compliant with Town Erosion Control Ordinances. We propose this training program to be conducted each year at the beginning of the construction season. The purpose of the program is to help developers in preparing Erosion Control plans as per Town Ordinances. This will cut down review times and simplify field inspections.

3. Task 3 – Develop Permit Submittal Guidebook

In this task, Bonestroo will be developing packages and handouts geared toward developers, their engineers, and their contractors.

Bonestroo will develop a storm water management design handbook for submittals. This handbook includes specific items from the Town's ordinance. It will include flow charts for walking developers and their designers through tasks for their specific type and size of project. It is intended to supplement ordinance language in a way that is easily understood by the general public.

Bonestroo will develop a review checklist that guides the developer in preparing an effective storm water management plan. The existing Town checklist does not address design and review processes. The checklist will streamline the work of the developers by telling them exactly what the Town will be looking for in an erosion control plan.

This task will include storm water facility post-construction maintenance plans and agreements. We intend to clearly layout the maintenance requirements of the facilities and the responsible party for maintenance. This item is especially important after the developer no longer owns interest in the site in question (i.e. when homeowners associations, et. al., are responsible for maintenance).

The final product is a comprehensive handout packet for developers, their consultants, and their contractors. This packet will include all design guidelines for preconstruction activities; and it will include guidance and directives for activities during construction. When review comments or inspection notices and directives are given a clear reference can be made to materials already processed by the developer, designer, constructor, and maintainer of the site.

4. Task 4 – Develop Pond Design Standards

This task is intended to clarify requirements of pond design standards of the Town. The Town is also applying more stringent requirements for pond plantings and outlet structures than is currently the case. Planting and landscape guidelines will be geared toward requirements at or near the permanent pool of each pond to aid with water quality. In a similar fashion standard pond outlet structures will be developed to help contain floatable pollutants and debris within storm water ponds for easier cleanup.

5. Task 5 – Tracking

The Town of Grafton plans to implement a tracking protocol as a way to monitor storm water pond sediment depth and maintenance requirements. This protocol will be developed in conjunction with the above tasks, but is not an eligible cost for the Grant.

Professional Services Agreement

Bonestroo

THIS IS AN AGREEMENT, effective on August 28, 2009, between Town of Grafton ("Client") and Bonestroo, Inc. ("Consultant") for professional technical services. Client and Consultant agree as follows.

1. Project Description And Understanding

The "Project" is described as follows: Town of Grafton's Urban Nonpont Source & Stormwater Grant

2. Consultant's Services

Scope of Basic Services
The Consultant will provide Basic Services as outlined in Appendix B.

Supplemental Services
The Consultant may provide Supplemental Services (services authorized by the Client which are not included in Basic Services). Consultant will furnish an estimate of the cost for Client-requested Supplemental Services for the Client's written approval prior to commencement of the work.

3. Compensation

Payment for Basic Services
For the Basic Services outlined in Appendix B, the Client will pay the Consultant as described in Appendix B.

The lump sum of $41,250.00, which includes Reimbursable Expenses.

Payment for Supplemental Services
For Supplemental Services authorized by the Client and performed by the Consultant, the Client will pay the Consultant on an hourly basis, plus Reimbursable Expenses. As an alternative if agreed to by both parties, the Client will pay the Consultant on a lump sum basis where the amount is negotiated between the two parties.

Billing Rate Schedule
Consultant's hourly charges will be based on the Billing Rate Schedule attached as Appendix C.

4. Standard Terms and Conditions

The Standard Terms and Conditions attached as Appendix A are incorporated in this Agreement.

5. Schedule

Both the Consultant and the Client will put forth reasonable efforts to complete their respective duties in a timely manner. Because the Consultant's performance must be rendered with due diligence and be governed by sound professional practices, the Consultant is not responsible for delays occasioned by factors beyond its control.

6. Notices

Any notices required by this Agreement shall be given to the person below:

Consultant:	Matt Bednarski Bonestroo, Inc. 12075 N Corporate Pkwy Ste 200 Mequon WI 53092 (262) 643-9016 (phone) (262) 241-4901 (fax) matthew.bednarski@bonestroo.com	Client:	Lester Bartel Town of Grafton 1130 12th Avenue Grafton, WI 53024 262-377-8500 (phone) 262-377-0332 (fax) lebonenterprizes@wi.rr.com

Each party shall promptly notify the other in writing of any changes to the above. All notices required by this Agreement shall be delivered in writing by email, first-class mail, fax or personal delivery, and shall be effective upon receipt.

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State of Wisconsin
Department of Natural Resources
PO Box 7921 - CFA/2, Madison, WI
53707-7921

COST SHARE CALCULATION AND PROJECT VERIFICATION
For Nonpoint Source Water Pollution Abatement Program
- URBAN PLANNING GRANTS -

Notice: This worksheet is authorized by s. 281.66, Wis. Stats., and ch. NR 155, Wis. Adm. Code. Completion of this worksheet is mandatory. Failure to submit a completed worksheet to the Department will result in the denial of grant funds. Personal information collected on this worksheet will be used for administering this program. Information will be made accessible to requesters under Wisconsin's Open Records laws (s. 19.32-19.39, Wis. Stats.) and requirements.

Cost Share Calculation for THIS Reimbursement

Project/Line Item Name(s) From Grant Budget	Total Cost of Project **Paid-This-Quarter**	State Cost- Share % From Grant	Eligible * Cost-Share Amount (Initial Calculation)	State ** Cost-Share Payment Requested **[1/2 of Elig.Amt.]**	Project Completed Y/N ?
Developer Guidelines	9,000	*70%*	6,300		Y
Inspection and Reporting Protocols	18,000	*70%*	12,600		Y
Permit Submittal Guidebooks	7,000	*70%*	4,900		Y
Pond Design Standards	2,250	*70%*	1,575		Y
Tracking	5,000	*70%*	3,500		Y
		TOTAL	$28,875		

Check Number	Check Date MM-DD-YY	Amount Paid
15990	12/9/09	20,625
16007	12/11/09	20,625

- * Include 100% of payments made during the reimbursement period to contractors/consultants, multiply times the cost-share rate on page two of your grant to determine the "Eligible Cost-Share Amount" amount. Then,
- ** As your grant indicated, the department will reimburse you one-half of the cost-sharing for which you would eligible until the stormwater plan or other product is approved. So, in this column, if your grant is for 70% cost-sharing, for instance, you would calculate a reimbursement of 35% (half of the prior box) for this payment. Transfer that figure to Summary Page, box 10 a.

Attach payment verification with the worksheet **consisting of contractor/consultant billings**, canceled checks or vouchers.

Comments: